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Office Memorandum • UNITED STATES GOVERNMENT
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TO : Chief, Plans & Policy Staff/TR

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 25

DATE: 23 June 1955

I. SIGNIFICANT ITEMS: NONEII. OTHER ITEMS:A. OTR VACANCIES - GS POSITIONS.

<u>Component</u>	<u>Professional</u>	<u>Clerical</u>
Instructor Development Program		
Plans & Policy Staff		
Assessment & Evaluation Staff		
Support Staff/Headquarters		
Support Staff, []		
Basic School		
Intelligence School		
Language & External Training School		
Operations School/Headquarters		
Operations School, []		
Operations School, []	Total	

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B. CLERICAL ADDITION TO THE OFFICE OF THE DIRECTOR. The Personnel Section is preparing a formal memo requesting an additional position for the Office of the Director. We have asked the Executive Officer, OTR to identify a position elsewhere on the T/O that is to be deleted in order to conform to ceiling limitations.

C. SPACE ADJUSTMENTS, BUILDING [] Requests have been submitted to the Office of Logistics for necessary alterations and telephone changes in connection with space rearrangements in the immediate office of the Director of Training. This office has been assured by the Office of Logistics that every effort will be made to complete this work by 24 June.

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D. REGISTRAR ACTIVITIES:~~SECRET~~ CONFIDENTIAL

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JOB NO. [] FILE NO. [] DOC. NO. 38 NO CHANGE
IN CLASS/ [] CLASS CHANGED TO: [] RET. JUST. 22
NEXT REV. DATE: 07 [] REVISED: [] TYPE DOC. 02
NO. FOR [] & CREATION DATE: [] ORG. CODE: [] ORG. CLASS: []
REV. CLASS: C REV. COORD. AUTH: HR 70-3

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2. Statistics on the current CSR, including summaries by Division and Service Designation; age and grade range; and length of service in Agency were prepared for the DTR this week.

3. The Chief Instructor, World Communism Course, has requested the Registrar to determine, for the next two runnings, if there will be any conflict in dates for students schedules, when the WC course is extended from three to four weeks. This information will be forwarded this week.

4. The Registrar's office has assumed the additional function of securing security clearances and badges for students taking training at [] and IAC personnel taking courses offered by OTR.

E. ADMINISTRATIVE OFFICER FOR [] While Classification and Wage Division has informally considered the addition of this new position at [] they are awaiting a formal request for the position. On 20 June, the Executive Officer, OTR advised this office to delete one of the Special Services Officer positions at Site II and transfer it to the training T/O.

The Personnel Section is preparing a memorandum to this effect for Management Staff and Classification & Wage Division approval.

F. LOCAL PROCUREMENT OF EQUIPMENT. [] Authorization was obtained from the Office of Logistics and forwarded to the Property and Supply Officer, [] for local procurement of the following items:

<u>NO.</u>	<u>ITEM</u>	<u>QUANTITY</u>	<u>TOTAL COST</u>
[]			

These items were originally planned for procurement in Fiscal Year 1956. However, since funds were available in Fiscal Year 1955, these funds will be used.

G. [] PROCUREMENT OF AIR CONDITIONER FOR SAFE HOUSE. Authorization was obtained from the Office of Logistics for [] procurement of one, one-half ton air conditioner for a safe house in [] area. Procurement will be accomplished by a representative of Chief, []

H. DISPOSAL OF 1950 CHEVROLET CARRYALL. [] vehicle was driven from [] last week so that it can be disposed of in a secure manner.

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I. RELOCATION OF AIR CONDITIONER, R&S BUILDING. At the request of the Chief, Basic School, arrangements have been made with the Office of Logistics to relocate one, three-quarter ton air conditioning unit from Room 209 to Room 202, R&S Building.

J. [] REPLACEMENT AT [] A machine-run of employees with [] experience has been completed by the Office of Personnel. OTR is anticipating an interview with a candidate from this run and have requested arrangements for an interview with another candidate referred to the Executive Officer, OTR, by Logistics.

K. BUDGET ESTIMATES FOR FY-1957/OTR. The Preliminary OTR Budget Estimates for FY-1957 are in the final stage of preparation for submission to the Comptroller on 27 June 1955.

L. [] SUMMER PROGRAM. The check for final payment of [] FY-1955 Summer Training Program was delivered the 17th of June 1955.

M. [] Weekly report of the utilization of [] for the period 15 June - 21 June is attached.

Attachment: [] Report

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